Accessing the STARS Statement of Financing Report

1. To access STARS go to the website: http://crinfo.doe.gov/officedocs/cf40/stars/ and click on STARS Production (STRS).
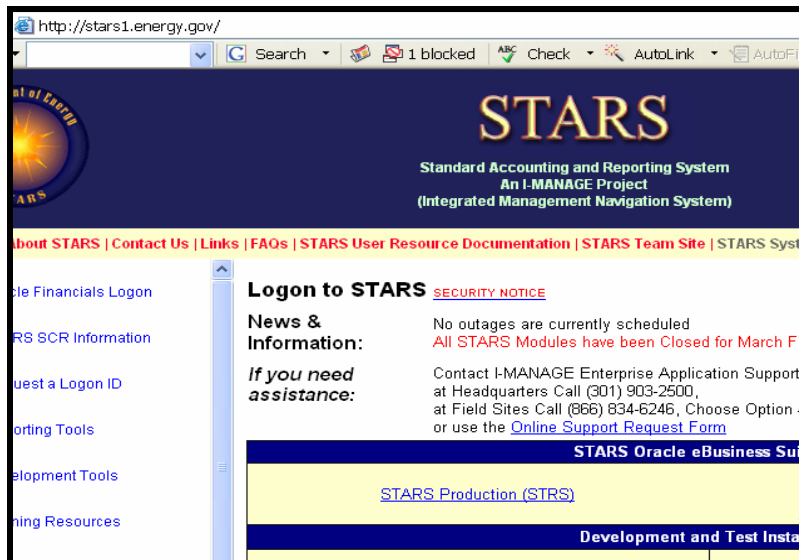
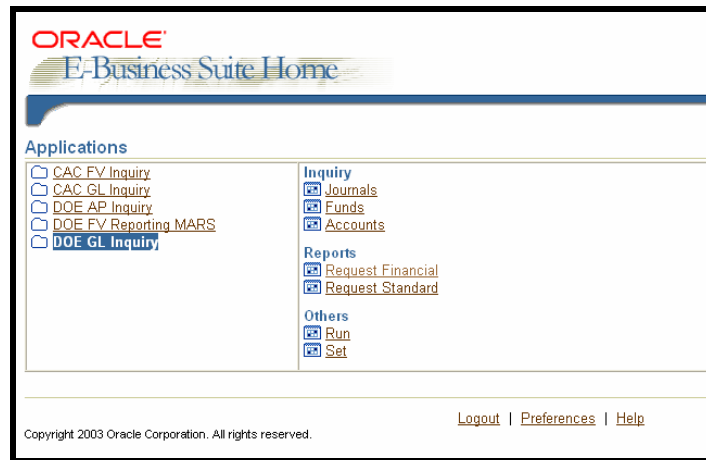2. You will get the login screen as shown below. You must click on the Login button
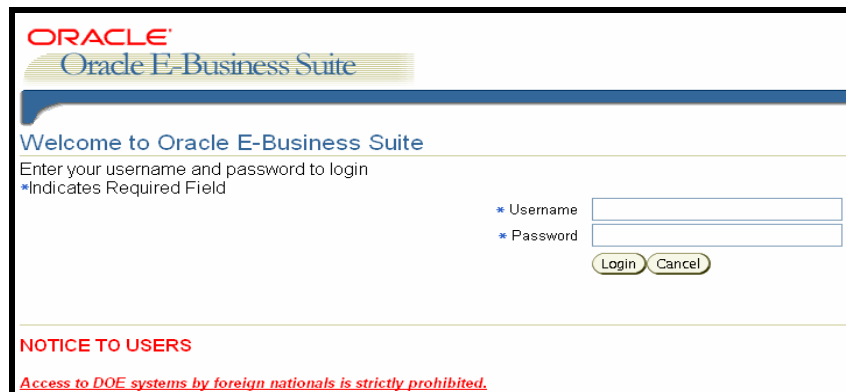
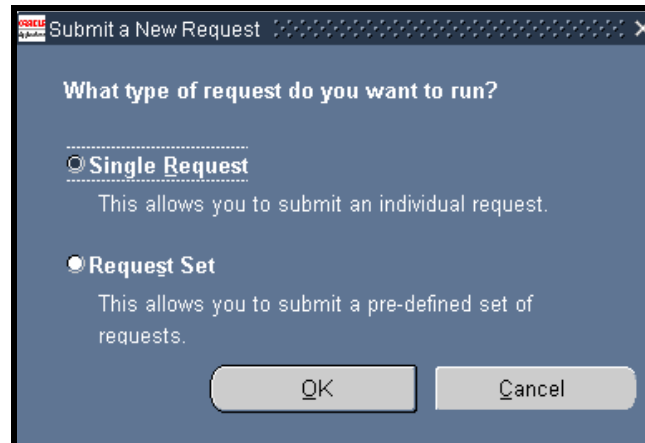3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

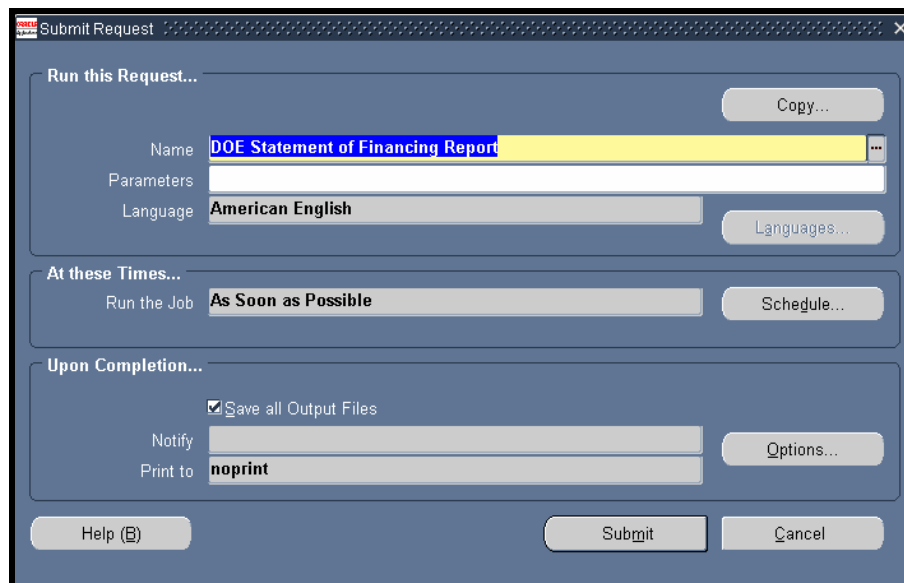# Accessing the STARS Statement of Financing Report

4. Under "Reports" click on Request Standard.

5. Ensure that the "Single Request" radio button is selected on the Submit a New Request screen and click OK.

6. Enter "DOE Statement of Financing Report" in the name field. Press Tab.

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7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Statement of Financing Row and Total Value Sets do not change. You will fill in the following Parameters:
   a. Click in the Allottee – Low field and enter your allottee. The "Allottee – High" box is automatically populated. Allottee 01 is used as a sample.
   b. To query a prior year you would overlay the Period Year line and do the same for the Period Name if you want to go back a month or two.
   c. Tab past the Show Consolidated Schedules box which is ONLY used by HQ to get a more detailed report. See step D below.

Row Set	DOE Statement of Financing
Totals Value Set	DOE_STMT_FINC_TOTALS
Period Year	2006 2006
Period Name	JUL-06
Summary Table Loaded Thru	JUL-06
Fund - Low	
Fund - High	
Fund - Parent	
Allottee - Low	
Allottee - High	
Reporting Entity - Low	
Reporting Entity - High	
Reporting Entity - Parent	
Show Consolidated Schedules	No
Group by Breakdown	NONE No Group Sort

   d. To utilize options of the last two ranges click on the ellipsis (…) box to get the LOV (List of Values). For a consolidated Statement of Financing Report make sure you select NONE for the "Group by Breakdown" field. You can also group your report by Allottee, Funds, or Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab. When you list all funds for your allottee there with be a summary total page that follows. NOTE: You will only be able to print the consolidated report from STARS. The reports with options other than NONE will have to download to Excel (or another printable application) and then printed.

Group by Breakdown

Find %

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
FUND	Group by Fund
NONE	No Group Sort
REPORTING ENTITY	Group by Reporting Entity

8. Press OK. This will take you back to the Submit Request screen.

9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.

10. Click on the View Output button after the report Phase indicates "Completed" and the Status is "Normal".
    Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the "All My Requests" radio button is selected and click Find.